

EQUIPMENT PARTS SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Equipment Parts Specialist position exists is deliver parts for repair and pick up, assist in the distribution of parts, and assist in inventory control functions in the Fleet Management Division of the Municipal Services Department. Duties are performed according to determined instructions and prescribed by standards and procedures. This classification is non-supervisory. The Equipment Parts Specialist position is supervised by a Fleet Supervisor.

ESSENTIAL FUNCTIONS

Delivers parts to vendors for repair or evaluation; picks up parts and returns them to Fleet Management to facilitate the timely repairs of all City equipment. Delivers and picks up City equipment in a safe and timely manner. Secures items to assigned trucks. Uses winches, chains and chain binders and load straps to avoid a load shift. Uses aides such as a hand truck to load and unload bulky items up to 100 pounds. Completes detailed trip log on a daily basis. Gets list of stops and routes themselves to finish pickups/deliveries in a timely manner.

Uses good judgment to locate unique parts for specialized equipment.

Picks up and delivers City equipment. Operates a one-ton flatbed truck, electric cart and forklift in a safe and productive manner.

Distributes parts and supplies. Charges out parts, tools, and shop supplies such as towels and chemicals to Mechanics. Check tools in and out, identifying serviceability of tools when returned. Checks in special orders and restocks orders. Helps with inventory control functions such as cycle counts, etc. Loads and unloads vendor vehicles. Follows prescribe procedures.

Operates a forklift, motor vehicle, hand truck, one-ton truck, and other tools requiring visual and muscular dexterity for extended periods of time. Sits and drives for extended periods of time. Loads and unloads bulky items or items up to 100 pounds. Stands for intermittent extended periods of time during their shift, while assisting the mechanics.

Keep legible, accurate and detailed records utilizing a computerized inventory management system.

Contacts vendors and orders repair parts for mechanics to facilitate mechanical repairs.

Follows oral and written instructions.

Does research and provides management with written reports.

Due to the limited number of positions and training required to fill this classification, exceptional attendance is an essential function to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Knowledge of automotive and/or heavy truck parts is required.

Ability to:

Work evening, nights, and/or weekends and/or a modified workweek.

Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements.

Utilize an automated fleet management information system to record work performed and look up vehicle data.

Operate a personal computer and input data.

Lift and move 50 pounds or more.

Work in cramped or confined spaces.

Climb up and down ladders.

Read a map; learn the County street system; sit and drive for long periods of time.

Stand for extended periods of time.

Reach overhead and bend or stoop continually.

Climb in and out the back of a stake bed truck, for loading and unloading.

Operate a forklift or hand truck to move or maneuver items weighing over 100 pounds.

Coordinate visual and manual dexterity to service equipment.

Communicate effectively with users, service writers and other mechanics.

Education & Experience:

Minimum of five years experience as a Parts Counter person in either automotive or heavy duty truck industry.

Must possess a valid Arizona driver's license with no major driving citations in the last 39 months.

Candidate must possess a current ASE certification in either Automotive Parts Specialist (P2) or Medium/Heavy Truck Parts Specialist (P1) categories. ASE certification must be maintained during tenure as Equipment Parts Specialist

FLSA Status: Non-Exempt HR Ordinance Status: Classified